

**POST CODE: D711**  
**ANNOUNCEMENT NUMBER: LEMT0732**  
**CLASSIFICATION NUMBER: C4012**  
**OPEN: June 5, 2007**  
**CLOSE: June 19, 2007**  
**LOCATION: Warrenton**

**FACILITY MAINTENANCE SPECIALIST**  
**(Limited Duration)**

**\$2216 - \$3184 MONTHLY**

**ABOUT THE DEPARTMENT**

The Oregon National Guard (ORNG) is constitutionally based in both the Federal and State Constitution and is commanded by The Adjutant General, who is appointed by the Governor. The purpose of the Oregon Military Department (OMD) is to assist and support The Adjutant General in executing his Constitutional duties as Commander of the ORNG. The Adjutant General is statutorily required to command, provide administration, and oversee construction and maintenance of facilities, training camps and areas, and air bases for the Oregon Army and Air National Guard in support of the Governor. The ORNG provides the Governor with a ready force to assist civilian authorities during civil unrest or natural disasters, or responds to the President during national emergencies.

Within this military environment, OMD employees work in a wide range of occupations including armed security, fire fighters, repair/refurbish Department of Defense equipment, support youth activities, operate and maintain over 50 facilities throughout the state, manage major construction projects, and provide expertise in environmental compliance as well as managing the agency's budget and fiscal resources, providing human resource management and payroll activities for State employees, and soldiers and airmen called for State Active Duty.

Our positions mirror the wide variety of skills and knowledge needed to support the ORNG's mission. If you are interested in an opportunity to work in a complex, fast-paced military environment, please consider applying for a position with the OMD.

**GENERAL INFORMATION**

- This is a limited duration, full-time position with the Oregon Military Department located in Warrenton, at Camp Rilea. Position is expected to last through September 2007 with a possibility of extension.
- You do not need to be a member of the Oregon National Guard to apply for this position.
- This recruitment will be used to establish a list of qualified candidates to fill the current vacancy and may be used to fill future vacancies as they occur.
- This recruitment can be closed at anytime. Apply now if you are interested.
- In the GEOGRAPHIC AVAILABILITY section of your PD100 employment application, check only the geographic code where the current vacancy is located. The code for Warrenton is **04E**.

- This position is represented by the American Federation of State, County and Municipal Employees' (AFSCME).
- **If you are a H.I.R.E. applicant and you are interested in applying for this position, you must submit your State of Oregon application (PD100) and respond to exam questions, if applicable, by the close date of this announcement. If you qualify, you may be contacted for an interview.**

## **TO QUALIFY**

Your PD100 application form will be reviewed to verify that you meet the qualifications stated in this section. **Your background must have given you the knowledge and skills identified in the Duties and Responsibilities section.**

To receive credit, your application form must clearly show that you have:

- Two (2) years of general building maintenance; carpentry; electrical; mechanical; painting; or plastering experience.

## **AS A CONDITION OF EMPLOYMENT APPLICANT MUST:**

- *Required to undergo a criminal background check.*
- *Possess and maintain a valid state driver's license.*

## **IF YOU QUALIFY**

There is no test for this job. If you meet the "To Qualify" requirements on this announcement, your name will be placed on the list with a code of QLF (qualified). List the announcement number shown on this job announcement on your PD100 application. Please be sure to note all of your working experience on your PD100.

## **BENEFITS**

Employment with the Oregon Military Department will afford you a variety of generous benefits.

An attractive, cafeteria-style benefits package which includes:

- Liberal employer contributions toward a variety of medical and dental plans covering employees and dependents.
- Employer paid \$5,000 Basic Life insurance; additional coverage available.
- Long- and short-term disability plans.
- Accidental death and dismemberment plans.
- Long Term Care Insurance.

Retirement benefits:

- Participation in the Public Employees' Retirement System (PERS) or the Oregon Public Service Retirement Plan (OPSRP) with fully paid employer contributions.
- Option to participate in the Oregon Saving Growth Plan, a deferred compensation program offering a wide variety of investment options.

Paid leaves:

- Vacation leave earned at the rate of 8 hours per month. At 5-year increments, accrual rate increases by 2 hours a month.
- Sick leave earned at the rate of 8 hours per month with no maximum accumulation.
- Designated paid holidays.

## **DUTIES AND RESPONSIBILITIES**

The person in this position is responsible for the following:

Performs routine maintenance and repairs at Camp Rilea. Worker performs building and grounds maintenance initiated by a work order system to include the calculation/estimation of time and materials. Such duties performed include but are not limited to: lubricate, adjust, repair and replace entry locks, panic hardware door closures and overhead doors; build and repair fences; replace/install vinyl, shake and beveled siding; install/repair metal and wood doors, wood, vinyl and metal windows; frame walls to include interior wall finish, sheetrock, paneling, etc. and affiliated molding; install or replace composition, shingle, metal, and rolled roofing; install or replace roof, gable, and soffit vents; clean, maintain and stall aluminum/steel gutters, downspouts and drywells; performs minor concrete repairs such as sidewalks, steps and floors; installs, repairs or replaces traffic and street signs; install window coverings, towel bars, towel dispensers, soap dispensers, pictures, etc.

Performs preventative maintenance, troubleshoot and repair of commercial kitchen equipment such as refrigerators, freezers, dishwashers, coffeemakers, ice machines, gas stoves, gas/electric griddles, convection ovens, etc.

Maintain, repair and replace sewer and storm water systems to include piping, cleanouts, drains, catch basins and oil/water separators.

## **WORKING CONDITIONS**

Must be able to work under the following conditions with or without reasonable accommodation.

- Employee is required to maintain a drug/alcohol free workplace in accordance with the 1988 Drug Free Workplace Act, OMD Drug/Alcohol Testing Policy and applicable collective bargaining agreement.
- Exposure to loud noises
- Works from ladders, scaffolds, rooftops and man lifts.
- Exposed to unsanitary conditions
- Exposed to cleaning chemicals
- Maybe required to bend, stoop and lift up to 80 lbs.
- Operate motor vehicles and equipment such as pickups, cars, trenchers, etc.
- Follow all safety standards, policies, and procedures.

## **APPLICATIONS**

If you have a disability and need any alternative materials to complete the application form PD-100, you may call the Oregon Military Department at 503-584-3815.

SEND completed application materials to:

Oregon Military Department, AGP (Room 164)

ATTN: Olga Ward

PO Box 14350

Salem, OR 97309-5047

**OR**

FAX your application materials to: (503) 584-3556.

We recommend that applications be submitted as early as possible prior to the close date. OMD cannot be responsible for material that is illegible or missing as a result of transmitting by fax or which may be lost through the mail.

**Applications must be complete and legible and received by OMD-AGP by the close date of June 19, 2007.**

**PLEASE NOTE:** Complete all parts of the application. If your application is incomplete or does not clearly show the experience and/or training required in the "Minimum Qualifications" section, your application will be rejected. Your application will **not** be returned and you may not submit additional information. However, if the recruitment is still open, you may submit a new application which must be received in our office by the close date.

**NOTICE** of results will be sent by mail. Although the agency is not required to delay the selection process, you may request a review of the results. Your request must be received within 10 days from the date of the notice by mailing to: Oregon Military Department, AGP, PO Box 14350, Salem, OR 97309-5047.

**KEEP** a copy of your application for job interviews. COPIES ARE NOT PROVIDED.

CURRENT JOB OPENINGS and information on application forms are available through:

- Local Oregon Employment Department field offices;
- Most State agency personnel offices; or
- The State's Jobs Page at: [www.oregonjobs.org](http://www.oregonjobs.org)

THE OREGON MILITARY DEPARTMENT IS COMMITTED TO AFFIRMATIVE ACTION, EQUAL EMPLOYMENT OPPORTUNITY AND WORKPLACE DIVERSITY.